

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS05714040**  
POSITION NO: 241169  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/30/17  
CLOSING DATE: 07/14/17

**Senior Caseworker**

DEPARTMENT NAME / WORKSITE: NDSS / Child Care and Development Fund Program / Crownpoint, New Mexico

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>	
WORK HOURS: <u>8:00a - 5:00p</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Casework Supervisor to conduct intake, interview, assessments and eligibility determination for clients for child care services, ensures all required documents are obtained and properly documented, reviews, authorizes and processes payment for child care services, conducts and monitors family and/or provider reviews to ensure compliance, conducts case staffing, prepares, arranges, and maintains client and/or provider case files, implements and administers tracking and file review system. Documents and obtains information pertinent to client's progress through assessment, arranges home visits with clients and child care providers. Ensure open line of communication with parents and families for the duration of assistance, implements child care services with appropriate child care providers and centers, maintains communication with service providers, and case work team. Identify specific services of providers and locations, periods of service, and number of units of service, conduct timely monitoring of child care services.

Ensures compliance to programs standards and procedures, and federal, state, and tribal guidelines, reviews and authorizes services, prepares required reports and enters data into data base, attend conferences, seminars, workshops and meetings to maintain compliance with health and safety requirements. Conducts community outreach and education through in-service training, program presentations, orientations, local health/job fairs, and community events to promote child care services and recruitment of children and child care providers.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Human Services, Social Work or related field; and two (2) years of Social services or case management; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations policies and procedures. Knowledge of principles and practices of social and human services work including use of available sources of the Navajo Nation, federal, state, and local programs/departments. Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and processes, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Good office/telephone etiquette, computer literate, basic filing, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with clients, staff, service providers, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**

# JVA PROCEDURES

**DSS05714040**

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

**\* 1208**

## FOR PROGRAM USE ONLY

Sensitive Position: ☒ Yes ☐ No

- An Associate's degree in Human Services, Social Work or related field; and two (2) years of Social services or case management or an equivalent combination of education and experience.

Dept. No: \_\_\_\_\_ Account No.: \_\_\_\_\_

Funds Available: \_\_\_\_\_

- Possess a valid state driver's license.
- A favorable background investigation.